



Personnel

LOGISTICS CAREER BROADENING PROGRAM (LCBP)

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Certified by: OO-ALC/CCB (Capt Halcrow)

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This instruction implements AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*. The purpose of the Logistics Career Broadening Program (LCBP) is to develop officers experienced in the management of the Air Force wholesale logistics process as implemented at an Air Logistics Center. These officers will fill key wholesale logistics assignments within the Air Force and the DoD. This instruction establishes the LCBP at Ogden Air Logistics Center (OO-ALC). All OO-ALC Directorates and/or Major Staff Offices will support the program. This program supports the HQ USAF/IL-sponsored program managed by the Air Force Materiel Command (AFMC) per AFI 36-2111. See Attachment 1 for a glossary of references and supporting information. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*

1. GENERAL:

1.1. The LCBP is an Air Force (HQ USAF/IL) program functionally managed by the AFMC Director of Logistics (AFMC/LG) with each ALC responsible for developing and facilitating its own program.

1.2. The LCBP is designed to maximize wholesale logistics learning opportunities for a select group of officers. The program is flexible and can be tailored to each officer's qualifications, job experiences, and career objectives.

1.3. The 75 MSS/CC is designated as the program administrator for the program within the OO-ALC. The program administrator provides all personnel related administrative functions and personnel data system updates for officers in the LCBP.

1.4. The OO-ALC Program Guidance Committee (PGC) is responsible for ensuring the successful completion of program objectives (see paragraph 4.1. of this publication) for committee makeup and responsibilities).

1.5. The OO-ALC Directors have a major input to the program content for each participant rotating into their directorate. The key objective is to assign meaningful work that allows the LCBP officer to make contributions to the mission, to gain useful knowledge within the directorate, and gain exposure in the areas designated before program completion.

2. MANNING AUTHORIZATIONS. The OO-ALC LCBP positions are filled by the following Air Force Specialty Codes (AFSC): 21XX (Aircraft Maintenance, Munitions and Missile Maintenance, Supply, Transportation, and Logistics Plans), 63AX (Acquisition), 64PX (Contracting), and 65FX (Finance). All the LCBP manning position authorizations are allocated and remain assigned to Career Broadening (OO-ALC/CCB). Each officer will be assigned a mentor/rater. That mentor/rater's directorate becomes the officer's home directorate. Regardless of home directorate or where the LCBP officer rotates within the center, they remain assigned to their LCBP manning position authorization (OO-ALC/CCB) for their entire tour.

3. PROGRAM OVERVIEW. The LCBP is a three-year program. LCBP officers rotate among directorates to gain working logistics experience in the four designated areas; program management, depot maintenance, supply chain management and working capital funds. These rotations will provide an overall perspective of wholesale logistics, and help the officer gain an understanding of the relationships between logistics functions.

4. ORGANIZATION OF THE LCBP:

4.1. Program Guidance Committee: The Center Vice Commander (OO-ALC/CV) is the advisor to the program and ensures the program is executed. The OO-ALC/CV also acts as chairperson of the OO-ALC PGC, convening semiannual meetings. Any depot/directorate reorganization will be reviewed and the PGC modified to accommodate that change accordingly. The other committee members are the directors of the Aircraft Management Directorate (OO-ALC/LA), Financial Management and Comptroller Directorate (OO-ALC/FM), Mature and Proven Aircraft Directorate (OO-ALC/LC), Electronic Directorate (OO-ALC/LE), Logistics Directorate (OO-ALC/LG), Space and C3I Systems Management Directorate (OO-ALC/LH), Commodities Management Directorate (OO-ALC/LI), Inter-Continental Ballistics Missile (ICBM) System Program Office (OO-ALC/LM), Contracting Directorate (OO-ALC/PK), Specialized Management Directorate (OO-ALC/QL), Technology and Industrial Support Directorate (OO-ALC/TI), Air-to-Surface Munitions Directorate (OO-ALC/WM), F-16 Management Directorate (OO-ALC/YP), Training Systems Management Directorate (OO-ALC/YW), 75th Air Base Wing Commander (75 ABW/CC), the 75th Mission Support Squadron Commander (75 MSS/CC), and the Commander, Defense Distribution Depot Hill Utah (DDHU/D). The PGC meets with the LCBP officers to assess the program, make program adjustments as needed, and recommend changes to the HQ AFMC PGC.

4.2. LCBP Officer. Program success or failure ultimately rests with the individual LCBP officer. Each LCBP officer must be proactive in maximizing the gains from each of their rotations throughout this assignment. LCBP officers are expected to actively enhance their own program by demonstrating leadership and initiative in searching out opportunities to increase learning and productivity. Flexibility is a fundamental factor in this program and each officer should assist in developing his/her own opportunities. Each officer's contributions dictate the continued success of the overall program.

5. PROGRESSION THROUGH THE LCBP:

5.1. Sponsorship. Once HQ AFPC has assigned a new LCBP officer, 75 MSS informs the Lead LCBP Officer. The Lead LCBP Officer and the Inbound/Outbound Officer will appoint a sponsor from one of the LCBP officers currently in the program. The sponsor assists in the PCS move and in the smooth transition into the LCBP. Sponsors should use the checklist in Attachment 2 to ensure successful transitions.

5.2. In-Processing And Administrative Matters. LCBP officers are administratively assigned to the 75 MSS.

5.2.1. Officer Performance Reports (OPR) and Promotion Recommendation Forms (PRF). LCBP OPRs will be completed IAW AFI 36-2402, with the following exception: AFI 36-2111, paragraph 6.3 requires the appropriate ALC's unit mission description in each Phase I LCBP participant's performance report, not their home directorate's unit mission description. The job description will include the statement below along with specifics about the duties performed by the officer during each of their rotations within the reporting period. The officer's home director/mentor/rater will be the reporting official. Include the following standardized duty description as an introduction in all OPRs and PRFs:

"Competitively selected member of a HQ USAF logistics executive-development program. This highly select program of 61 officers develops future senior leaders through specialized duty rotations within an Air Logistics Center, focusing on weapon system sustainment and modernization, depot-level maintenance and combat operations support."

In preparing LCBP officer's OPRs, the director/mentor/rater may use AF Forms 77, **Supplemental Evaluation Sheet**, End of Rotation Reports from other rotations, information from monthly mentoring sessions, and other LCBP officer inputs.

5.2.2. Leave. Leave requests are approved with the current rotation supervisor. All leave forms are processed through the 75 MSS/CCQ. Additionally, leave locations and emergency contact information will be centrally tracked on the LCBP roster.

5.3. Rotations.

5.3.1. Planning. Twice a year, the PGC will convene and review the incoming LCBP officers and their records. The PGC will assign mentor/rater/home directorate for each incoming LCBP officer. The Lead LCBP Officer and the Rotations Officer will coordinate with the mentor/rater and present a proposed rotation schedule for discussion and approval of the PGC.

5.3.2. Sequence. The initial rotation should be in a functional area in which the LCBP officer is already trained. For example, maintenance officers could be assigned to LA, LI, LM or LE for their first rotation. This is to facilitate an officer's transition to work at the depot. Regardless of the officer's AFSC, the tour should be in one of the four designated areas.

5.3.3. Transitions. Approximately 30 days before an LCBP officer is scheduled to rotate to a new functional area, they notify the director of their next scheduled directorate to inform them of the move. The LCBP officer will include an updated version of their biography (Attachment 3). It is recommended that each officer schedule initial meetings with the director, division chief and supervisor.

5.3.4. Changes To The Program Rotational Schedule. Any changes to the pre-approved LCBP officer's rotational schedule require formal coordination. The LCBP officer desiring the change must first discuss the change with the Lead LCBP Officer, their home Director/mentor/rater, and the directors of the areas affected.

5.4. Training. LCBP officers will complete training requirements and attain certification for Acquisition Professional Development Program (APDP) Level I for Acquisition Logistics. After requirements are completed, a letter of application must be submitted. Training for Level I certification will be completed within 18 months of being assigned to the LCBP. LCBP officers are encouraged to complete acquisition courses for Level II certification as well as AFIT short courses (i.e. LOG 131, Industrial Maintenance Management). The LCBP training officer is responsible for submitting and tracking all paperwork for APDP certifications. Additional depot-specific training is available through OO-ALC Industrial and Logistics Training.

5.5. Third-Year Assignments. After completing two years of directorate rotations, the LCBP officer will be assigned to a duty assignment within the ALC, taking advantage of their LCBP experience. The proposed job assignment need not be within the LCBP officer's home directorate. The job will be dependent on the needs of the ALC and the desires of the LCBP officer. LCBP officers should start thinking about this job assignment early in the program. A proposed third-year job assignment will be submitted to the PGC by the officer's mentor/rater/home Director prior to completion of Phase I of the program. The PGC will review and approve the proposal to ensure the job includes appropriate leadership/managerial responsibilities and opportunities for the participant to use experience gained in the LCBP.

5.6. Special Experience Identifier (SEI) Code. Upon successfully completing the 2-year LCBP Phase I, each officer will be assigned an SEI code of "LLA." The LCBP training officer will complete and coordinate the paperwork and actions required to have the SEI awarded through

75 MSS. The SEI will be entered into the Personnel Data System to provide HQ AFPC with the visibility to track career broadening program graduates for future assignments.

6. DIRECTORS/PGC MEMBERS:

6.1. Support the LCBP objectives by establishing and conducting a directorate program, which meets the guidelines put forth in this instruction.

6.2. Be the mentor and reporting official for LCBP officers assigned to their directorate as home directorate.

6.3. Conduct a monthly mentoring session with each LCBP assigned to their directorate as home directorate. Increase interaction with officers assigned to their directorate (especially during the Phase I rotational schedule), as necessary to ensure appropriate knowledge of the officer's abilities/needs.

6.4. Ensure meaningful work experiences in support of mission requirements are assigned to LCBP officers.

6.5. When a director has a LCBP officer assigned to them as a ratee, forward a proposed final ALC job assignment 90 days prior to the LCBP officer completing their LCBP Phase I tour to the PGC for review and approval.

6.6. Complete and sign AF Form 77 when any LCBP officer finishes a tour in their directorate. Inputs from the end-of-rotation report can be used.

6.7. Be an active member of the OO-ALC LCBP PGC.

7. LEAD LCBP OFFICER:

7.1. The OO-ALC/CV has full discretion in determining the selection process for the Lead LCBP Officer.

7.2. Serves as the focal point for LCBP officers and OO-ALC LCBP program administrator (75 MSS). May appoint other LCBP officers to serve as functional area officers. These additional duties are listed in Attachment 4.

7.3. Ensures the following administrative duties are accomplished: current roster (send to PGC members, OO-ALC Commander's Action Group, LCBP officers, 75th Mission Support Squadron (75 MSS)), program schedule, master rotation schedule, AF Forms 77, end-of-rotation reports, end-of-program reports, semi-annual PGC agendas.

7.4. Conduct orientation briefings with each new LCBP officer. This briefing should contain at a minimum; overviews on the depot, assigned rotations, and APDP certification.

8. LCBP OFFICERS:

8.1. Accomplish in-processing checklist provided in Attachment 2.

8.2. Keep reporting official informed of progress and accomplishments while rotating through other directorates.

8.3. Notify the LCBP Officer in charge of rosters and mentor of changes in duty phone and office symbol.

8.4. Notify the LCBP Officer in charge of rosters of leave and TDY absences prior to departure. This information will include dates of absence and emergency contact information.

8.5. Periodically check with home directorate for messages, correspondence, and information held for them.

8.6. Attend all monthly OO-ALC LCBP meetings and semi-annual PGCs, as called by the Lead LCBP Officer.

8.7. Communicate third-year assignment desires to mentor/rater at least 120 days before completion of Phase I. The Phase II job proposal must be submitted to the OO-ALC/ALC advisor (CV) at least 90 days before completion of Phase I.

8.8. At the end of each rotation, complete an end-of-rotation report. This report is completed no later than 30 days after the rotation ends. Attachment 5 gives a sample and routing requirements. An AF Form 77 should be attached to the end-of-rotation report for individuals to make comments.

8.9. Present a comprehensive out brief at approximately the 30-month point in the program. Coordinate with the Lead LCBP Officer for details.

8.10. Author an end-of-program critique 60 days prior to completing the third year of the LCBP.

9. OO-ALC PROGRAM ADMINISTRATOR (75 MSS/CC):

9.1. As the focal point for administrative matters concerning the LCBP, manages personnel actions including assignment of position number and duty title.

9.2. Ensures assignment, promotion and PME notifications are forwarded to the officer and the Lead LCBP Officer. Officers entering the LCBP will be assigned a sponsor who is in the LCBP.

9.3. Maintains a folder that contains the LCBP officer's rotation schedule.

9.4. Attends all LCBP PGC meetings.

10. DEPOT MAINTENANCE:

10.1. LEARNING OBJECTIVES (should include but not limited to):

10.1.1. Understand Depot Maintenance Activity Group (DMAG) maintenance and production concepts.

10.1.2. Understand differences between Organic and Contract workload.

10.1.3. Understand role of Major Item Subject to Repair (MISTR) Program.

10.1.4. Gain systems knowledge of Job Order Production Master System (G004L), Execution and Prioritization of Repair Support System/D087X (EXPRESS), Inventory Tracking System/G337 (ITS), Depot Maintenance Material Support System (G005M), AFCMI 21-101 Depot Maintenance Activity Planning (DMAP), Maintenance Labor Distribution and Cost System (G037).

10.1.5. Understand relationship between System Program Office (SPO) and repair activities.

10.1.6. Understand the relationship of end item sales price, earned hours, effective rate, and budgeted hours.

10.1.7. Understand use of work control documents.

10.1.8. Understand depot maintenance processes including planning, scheduling, evaluation and inspection, scheduled maintenance and over and above maintenance.

10.1.9. Understand civilian personnel leadership and management concepts.

10.1.10. Understand tool control concepts.

10.1.11. Understand Production Acceptance Certification (PAC) program.

10.1.12. Understand materiel management concepts, role of production planner, scheduler, and materiel planner.

10.1.13. Understand technical order usage and management

10.1.14. Understand industrial safety, health and environmental management concepts.

10.1.15. Understand test equipment management concepts.

10.1.16. Be able to identify the customer and supplier for each depot process.

10.2. Suggested Job Positions/Duty Title: Deputy Branch Chief.

10.3. Suggested References: AFMC and Hill AFB 21 Series Instructions.

11. SUPPLY CHAIN MANAGEMENT (SCM):

11.1. Learning Objectives (should include but not limited to):

11.1.1. Understand the key processes of SCM that support the movement of products, information, and money in customer/supplier relationships.

11.1.2. Understand the "repair on demand" system.

11.1.3. Understand SCM systems support/use and metric reporting.

11.1.4. Understand the objectives of the Supply Management Mission Area (SMMA).

11.1.5. Understand requirements determination.

11.1.6. Understand cataloging, standardization, and engineering data management

11.1.7. Understand stock control and distribution.

11.1.8. Understand technical management functions.

11.1.9. Understand the roles and relationships of the item manager, equipment specialist, and material management team.

11.1.10. Understand SCM metrics including MICAP hours/incidents, issue/stockage effectiveness, logistics response time, and cost performance.

11.1.11. Understand the buy vs. repair process.

11.1.12. Understand the purpose and functions of the SCMs assigned to each System Program Office (SPO).

11.2. Suggested Job Positions/Duty Title: Deputy Branch Chief

11.3. Suggested References: AFMC Guide to Supply Chain Management, AFMCI 21-129 Depot *Maintenance Management, Depot Repair Enhancement Process (DREP)*, MM-1 Materiel Manager Operating Instruction, AFMCMAN 23-1 *Recoverable Consumption Items Requirements System (D041 Users Manual)*.

12. PROGRAM MANAGEMENT:

12.1. Learning Objectives (should include but not limited to):

12.1.1. Understand relationship within SPO of field support, depot support, engineering and equipment specialist sections in supporting aircraft and maintainers.

12.1.2. Understand purpose/function of a Program Management Review (PMR).

12.1.3. Understand purpose/function of a Product Improvement Working Group (PIWG).

12.1.4. Understand purpose/function of an Aircraft System Requirements Review Conference (ASRRC).

12.1.5. Understand purpose/function of SCM/Depot Maintenance partnership meetings.

12.1.6. Understand purpose/function of Regional Supply Squadrons (RSS); interface monthly with RSSs and command to address current MICAP/Backorder/Awaiting Parts (AWP) issues

12.1.7. Understand Source of Supply (SOS) and Source of Repair (SOR) relationship.

12.1.8. Understand roles/responsibilities of Item Managers.

12.1.9. Understand actions required to respond to unit request for -107 depot-level assistance to the field; assist in all endeavors.

12.1.10. Understand working environments in SCM/Depot Maintenance; learn basic functions for induction of parts, repair processes and process for sending serviceable assets to field to fill MICAP/backorders.

12.1.11. Understand how to prepare and field an immediate, routine and urgent Time Compliance Technical Order (TCTO).

12.1.12. Understand the Source of Repair Assignment Process (SORAP).

12.1.13. Understand the Technical Order generation, change and distribution process.

- 12.1.14. Understand the Maintenance Requirements Review Board (MRRB) process.
- 12.1.15. Become familiar with basic contract processes.
- 12.1.16. Understand the processing of purchase requests (PR) and preparation of solicitations and contracts. If possible, process a PR from receipt to contract award.
- 12.1.17. Understand the use of various contracting vehicles, such as purchase orders, delivery orders, and basic ordering agreements.
- 12.1.18. Become familiar with contractor surveillance, production, and quality procedures, including first article test.
- 12.1.19. Understand sole-source and competitive acquisitions.
- 12.1.20. Understand the elements of cost proposal and the many factors which contribute to a price negotiation.
- 12.2. Suggested Job Positions/Duty Title: Deputy Program Manager
- 12.3. Suggested References: Acquisition and Logistics 101 courses and materials

13. WORKING CAPITAL FUNDS:

- 13.1. Learning Objectives (should include but not limited to):
 - 13.1.1. Understand HQ AFMC guidance concerning the Depot Maintenance Mission Area (DMMA) and how that guidance is transmitted down to the ALC level.
 - 13.1.2. Understand DMAG funds management.
 - 13.1.3. Understand how DMAG cost authority is distributed by product directorate and Resource Cost Center (RCC) all the way down to the Job Order Number (JON) level.
 - 13.1.4. Understand obligation periods and consequences of not obligating funds within required timeframe.
 - 13.1.5. Understand HQ AFMC guidance concerning the Supply Management Mission Area (SMMA) and how that guidance is transmitted down to the ALC level.
 - 13.1.6. Understand Supply Chain Managers' roles and responsibilities and how SCMs fit into the ALC organizational structure.

13.1.7. Understand the organizational structure and function of the three areas within the Materiel Requirements Branch (analysis, budget, requirements).

13.1.8. Understand the Planning, Programming and Budgeting System (PPBS) timeline.

13.1.9. Understand how system modifications are funded with different colors of money.

13.2. Suggested Job Positions/Duty Title: Deputy Branch Chief.

13.3. Suggested References: Intro to Financial Management course and materials.

14. ADOPTED FORMS. AF Form 77, **Supplemental Evaluation Sheet.**

JAN D. EAKLE, Brig Gen, USAF
Vice Commander, Ogden Air Logistics Center

Attachments

1. Glossary of References and Supporting Information
2. LCBP Sponsor Checklist/ Inbound Officer Orientation Plan
3. Sample Biography
4. LCBP Officer Additional Duties
5. Sample End of Rotation Report

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMCI 21-129, *Depot Maintenance Management, Depot Repair Enhancement Process (DREP)*

AFMCMAN 23-1, *Recoverable Consumption Items Requirements System (D041 Users Manual)*

75 ABW/CC—75 Air Base Wing Commander

75 MSS/CC—75 Mission Support Squadron Commander

APDP—Acquisition Professional Development Program

AFSC—Air Force Specialty Codes

ASRRC—Aircraft Systems Requirements Review Conference

AWP—Awaiting Parts

DDHU—Defense Depot Hill

DMAG—Depot Maintenance Activity Group

DMMA—Depot Maintenance Mission Area (DMMA)

JON—Job Order Number

LCBP—Logistics Career Broadening Program

MISTR—Major Item Subject to Repair

MRRB—Maintenance Requirements Reviews Board

OO-ALC—Ogden Air Logistics

OO-ALC/CCB—Career Broadening

OO-ALC/FM—Financial Management and Comptroller Directorate

OO-ALC/LA—Aircraft Management Directorate

OO-ALC/LC—Mature and Proven Aircraft Directorate

OO-ALC/LE—Electronic Directorate

OO-ALC/LG—Logistics Directorate

OO-ALC/LH—Space and C3I Systems Management Directorate

OO-ALC/LI—Commodities Management Directorate

OO-ALC/LM—Inter-Continental Ballistics Missile (ICBM) System Program Office

OO-ALC/PK—Contracting Directorate

OO-ALC/QL—Specialized Management Directorate

OO-ALC/TI—Technology and Industrial Support Directorate

OO-ALC/WM—Air-to-Surface Munitions Directorate

OO-ALC/YP—F-16 Management Directorate

OO-ALC/YW—Training Systems Management Directorate

OPR—Officer Performance Reports

PAC—Production Acceptance Certification

PGC—Program Guidance Committee
PIWG—Product Improvement Working Group
PMR—Program Management Review
PPBS—Planning Programming, and Budgeting
PR—Purchase Request
PRF—Promotion Recommendation Forms
RCC—Resource Cost Center
RSS—Regional Supply Squadrons
SEI—Special Experience Identifier Code
SMMA—Supply Management Mission Area
SOR—Source of Repair
SORAP—Source of Repair Assignment Process
SOS—Source of Supply
SPO—System Program Office
TCTO—Time Compliance Technical Order (TCTO)
TDY—Temporary Duty

Attachment 2**LCBP SPONSOR CHECKLIST/INBOUND OFFICER ORIENTATION PLAN****Sponsor**

- Provide inbound LCBP officer with a sponsor package
- Provide LCBP officer with an OO-ALC/CV welcome letter
- Contact the LCBP officer via phone
- Inform LCBP officer of home directorate and first rotation if known
- Provide inbound LCBP officer with BDU patches
- Arrange billeting taking into account any special needs (children, pets, etc)
- Meet LCBP officer upon arrival on base
- Provide LCBP officer with a base tour/orientation
- Establish an e-mail account for the LCBP officer
- Ensure LCBP officer is added to the LCBP e-mail list
- Follow up with LCBP officer to ensure timely completion of their portion of the checklist
- Provide LCBP officer contact data to the rosters POC
- Provide LCBP officer with a copy of the LCBP guide, Hill Instruction 36-2111

Inbound Officer

- Office symbol is: OO-ALC/CCB
- Schedule an appointment with your mentor/rater
- Schedule an appointment with supervisor in your first directorate
- Schedule an appointment with current CV
- Schedule an appointment with the Lead Logistics Career Broadening Officer
- Prepare a Biography (see LCBP guide) and provide it to Web Page LCBP officer

Attachment 3

SAMPLE BIOGRAPHY

Name

Rank, USAF

**USAF LOGISTICS CAREER BROADENING OFFICER
BIOGRAPHY and ROTATION PLAN**

Commissioning Source: OTS, 21 Jan 94

AFSC: 21S Supply and Fuels Operations/21A Aircraft Maintenance Officer, 16F Foreign Area Officer (Latin America)

DOR: 21 Jan 98

Education/PME:

MA, Human Resources, Webster University, 2002

BA, Technology Management, Saint Leo College, 1992

Intro. to Special Operations, USAF Special Operations School, 1996

Advanced Supply Management Course, USAF, 1998

Squadron Officer School – In residence, AU, 2000

APDP Certification:

Working on Level I, Acquisition Logistics and Program Management

Special Experience Identifiers (SEI):

LLI, Fuels Officer

Assignment History:

01 – Present, AFMC, USAF Logistics Career Broadener, Hill AFB, UT

00 – 01 AFMC, Executive Officer, Eglin AFB, FL

99 – 00 AFMC, Flight Commander, Aircraft Maintenance Unit, Eglin AFB, FL

98 – 99 AFMC, Commander, Fuels Management Flight, Eglin AFB, FL

97 – 97 AFMC, OIC, Commander's Support Staff, Eglin AFB, FL

96 – 97 PACAF, Commander, Fuels Management Flight, Osan AB, ROK

96 – 96 AFSOC, Chief, Operations Support, Hurlburt Field, FL

94 – 96 AFSOC, Chief, Mobility Readiness Spares, Hurlburt Field, FL

Significant Career Accomplishments and Recognition:

Air Force Commendation Medal (2001) with 5 OLC

Air Force Achievement Medal (1986) with 1 OLC

AFMC Outstanding Fuels Officer of the Year, 1999

AFMC Outstanding Fuels Officer of the Year, 1998

AFMC Outstanding Fuels Officer of the Year, 1998
AFSOC Junior Supply Manager of the Year, 1995
Osan AB Fuels Officer of the Year, 1997
Squadron Officer School (SOS), "Superior Leader" Award, 2000
96 ABW, 96 LG, 96 SUPS (x2), CGO of the Quarter, 1998
Adjunct Instructor, OTS, Commissioned Officer Training, 1999, 2000
Ogden ALC, Logistics Directorate, CGOQ, 2001

Home Directorate/Mentor:

OO-ALC/WM/Colonel Walter W. Saeger, Jr.

CB Rotation Plan:

LILA May 01 – Aug 01
LGP Sep 01 – Dec 01
TI Jan 02 – Feb 02
CVX Mar 02 – Apr 02
LIOC May 02 – Aug 02
YPXX Sep 02 – Dec 02
LCAS Jan 03 – Apr 03
Phs II May 03 – May 04

Personal Data:

Spouse: Karla
Children: Jean-Michel, Camila
Hobbies: Biking, Hiking, and Scuba Diving
Fluent in Spanish (Central America)

Attachment 4

LCBP OFFICER ADDITIONAL DUTIES

INBOUNDS/OUTBOUNDS – Responsible for maintaining an inbound/outbound processing checklist. Responsible for assigning a sponsor for each inbound officer.

PROFESSIONAL DISCUSSIONS – Responsible for scheduling monthly professional discussions. LCBP officers will take turns picking the topic and leading the discussions.

PROGRAM GUIDE – OPR for Hilli 36-2111. Responsible for making all changes and performing annual reviews.

ROSTERS – Maintains current work roster, home information and leave/TDY dates/locations.

LUNCHEONS/SOCIALS – Responsible for scheduling periodic socials and luncheons.

ROTATIONS – Maintains LCBP officer rotation schedule.

TRAINING – Maintains current information on APDP training requirements. Solicits interest in AFIT courses or other educational courses and organizes the opportunity for LCBP officers to take these courses.

TREASURER – Collects dues from LCBP officers and maintains the LCBP officer fund.

TOURS – Schedules periodic professional development tours

WEB PAGE – Maintains the LCBP web page.

Attachment 5

SAMPLE END OF ROTATION REPORT



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS OGDEN AIR LOGISTICS CENTER (AFMC)
HILL AIR FORCE BASE, UTAH

*Date***MEMORANDUM FOR LIL (Current Employing Division Chief)**

LI (Current Employing Directorate Chief)
LA (Mentor/Rater/Home Directorate)
CV
IN TURN

FROM: OO-ALC/(Your Office Symbol)**SUBJECT: End of Rotation Report – LIL Rotation**

1. Assignment Data:

- A. Broadener: *(Your Name)*
- B. Office of Rotation: *(Self-explanatory)*
- C. Job Title: *(Self-explanatory)*
- D. Assignment Length: *(5.5 Months (23 Sep 99 – 3 Mar 00))*

2. Primary duties and accomplishments:

- A. *Cover each accomplishment under its major duty area in separate paragraphs.*
- B. *Attach detailed list of accomplishments in bullet format (optional).*
 - 1. *Could be useful for OPRs, Awards, and Decorations.*

3. Comments and Observations:

A. *Here's your chance to provide feedback to Ogden's leadership. Open with a statement on how the rotation benefited you and how the experience gained will benefit the AF (Address which of the four areas you covered – program management, working capital funds, depot maintenance, and supply chain management). Report what went right, as well as wrong, during your tour.*

Pass along feedback you received from your customers, both internal and external, about what is going right/wrong at the depot. Talk about processes, systems, or human factors having impacts on the Center. Close with a type of recommendation on if the rotation position should be continued, improved (provide suggestions), or discontinued.

4. Other: (Optional) – *Include any other information not covered under Paragraphs 2 and 3, such as any recommendations you may have.*

5. *Closing Paragraph (Optional)*

JOE B. O'DOUGHNUTS, Capt, USAF
USAF Logistics Career Broadening Officer

Attachment:
AF Form 77